

**BS&A .Net Software Instructions**                      **page 2**

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**Important Notes:**

- **Run this from the 2014 assessment roll BEFORE rolling it over to 2015**
- **The 4626 form is due June 15, 2014.**
- **For Townships: Do Not exclude village values from the report**

If you don't have internet access, print the form and Fax or mail to :

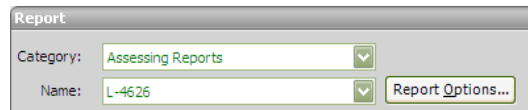
Fax (517) 241-2621

Assessment & Certification Division, PO Box 30790, Lansing, MI 48909

## .Net Instructions

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1. Select 'Reports'
2. Select 'Assessing Reports'
3. Select 'L-4626' from the reports listed



### Report Options:

Preparer Name: (Enter your name here)

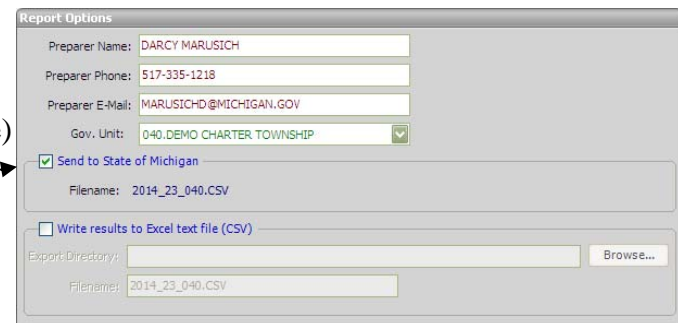
Preparer Phone: (Enter your phone # here)

Preparer Email: (Enter your email address here)

**Important: Send to State of Michigan**

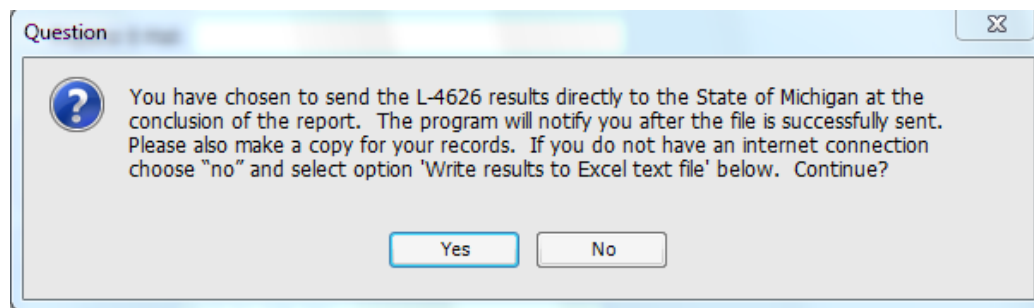
☒ Send to State of Michigan **Green check**

If you do not see the 'Send to State' option,  
run an update of your software.



Close

When you click the Close button, a Send to State a confirmation box will pop-up.



**Important:** Submit the 4626 via the  
method above. Do Not submit the  
form to the ftp from the Help Menu.

## **.Net Instructions**

**pgs 2-4**

If you do not have an internet connection and chose to 'Write results to Excel text file (CSV)', you will need to 'Browse' your computer and select a location to save the file.

Remember the file location you select. Later you can attach the file to an email and send to:

[marusichd@michigan.gov](mailto:marusichd@michigan.gov)

Report Options

Preparer Name: DARCY MARUSICH

Preparer Phone: 517-335-1218

Preparer E-Mail: MARUSICH.D@MICHIGAN.GOV

Gov. Unit: 040.DEMO CHARTER TOWNSHIP

☐ Send to State of Michigan

Filename: 2014\_23\_040.CSV

☒ Write results to Excel text file (CSV)

Export Directory:  Browse...

Filename: 2014\_23\_040.CSV

### Report Population:

Population: All Records

Spec. Pop.: Ad Valorem Parcels (default)  
(Do not include special acts)

Report Population

Population: All Records Pop. Options...

Spec. Pop.: Ad Valorem Parcels

☐ Apply Advanced Query to Population

Advanced Query...

Sort Index: Parcel Number...

## .Net Instructions

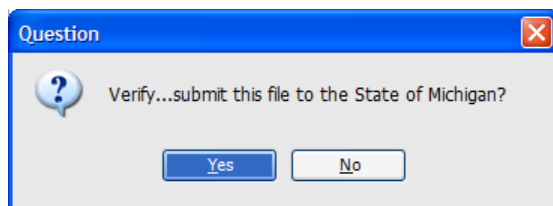
pgs 2-4

### 4. Run Report

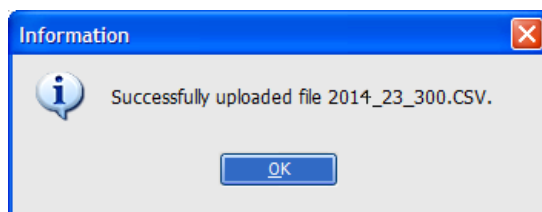
A paper version will print to the screen. You can print this for yourself if you like.

If you selected to 'Write results to Excel text file (CSV)', a CSV file will simultaneously be generated and saved to your specified location.

When you close the paper version screen, if you selected to 'Submit to State' you will see a pop-up box asking if you want to submit. If you select Yes, the file will be sent and you will receive confirmation that it has been successfully uploaded and . . . you're done.



**Note:** I will not be sending an email confirmation when you submit through the BS&A ftp site, so please look for the 'Successfully uploaded file' pop-up box to confirm your submission. The confirmation will look something like this:



| Assessing Officer's Report of Taxable Values as of State Equalization in May |   |              |
|--|---|--------------|
| County Name, Local Unit Name   |   |              |
| 23-040 EATON - DEMO CHARTER TOWNSHIP   |   |              |
| State code and name of each school district (SD) in the local unit           |   |              |
| Taxable Value of ALL REAL property   |   |              |
| Taxable Value of COMMERCIAL and INDUSTRIAL REAL property                     |   |              |
| Taxable Value of ALL PERSONAL property                                       |   |              |
| Taxable Value of COMMERCIAL, INDUSTRIAL and UTILITY PERSONAL property        |   |              |
| Taxable Value of INDUSTRIAL PERSONAL property in Renaissance Zone(s) ONLY    |   |              |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 2014    |   |              |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 2014    |   |              |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 2015    |   |              |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 2015    |   |              |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 2016    |   |              |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 2016    |   |              |
| Villages in the Township   | All Classes of TV Excluding Renaissance Zone Property | All for Zone |
|  |   |              |
| Districts and Authorities levying millage in ONLY part of the local unit     | All Classes of TV Excluding Renaissance Zone Property | All for Zone |
|  |   |              |

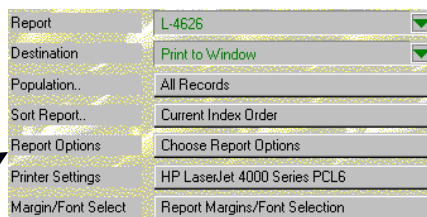
## Pervasive Instructions

pgs 5-7

1. Select 'Reports'
2. Select 'Assessing Reports'
3. Select 'L-4626' from the reports listed

### Report Setup Window:

Destination: Print to Window  
Population: All Records  
Sort Report: Current Index Order



4. Set up your Report Options:

Special Population: Ad Valorem Parcels (default)  
(Do not include special acts)

Preparer Name: (Enter your name here)  
Preparer Phone: (Enter your phone # here)  
Preparer Email: (Enter your email address here)

**Important: FTP file to STC when done**

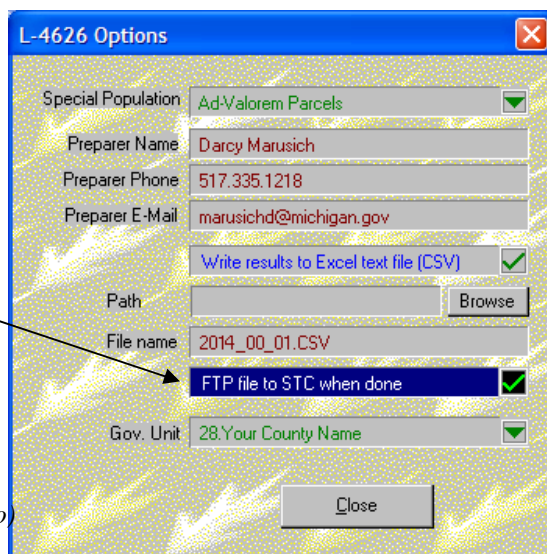
FTP file to STC when done



Green check

If you do not see the 'FTP file to STC when done' option, run an update of your software.

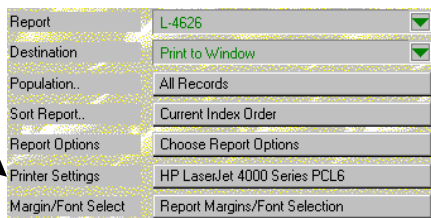
File Name: Auto fill – Don't change (Year\_County #\_LU info)  
Govt Unit: Select the appropriate Twp or City  
Close



**Important:** Submit the 4626 via the method above. Do Not submit the form to the ftp from the Help Menu.

5. If printing the form, check your Printer Settings. Make sure the printer is set to print in Landscape format.

Click OK



## Pervasive Instructions

pgs 5-7

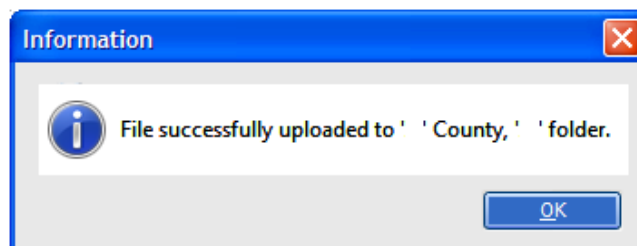
A paper version will print to the screen. You can print this for yourself if you like.

If you selected to 'Write results to Excel text file (CSV)', a CSV file will simultaneously be generated and saved to your computer.

When you close the paper version screen, if you selected to 'FTP file to STC when done' you will see a pop-up box asking if you want to submit. If you select "Yes, then 'Send', the file will be sent and you will receive confirmation that it has been successfully uploaded and . . . you're done.



**Note:** I will not be sending an email confirmation when you submit through the BS&A ftp site, so please look for the 'Successfully uploaded file' pop-up box to confirm your submission. The confirmation will appear something like this:



| Assessing Officer's Report of Taxable Values as of State Equalization in May   |   |   |
|--|---|---|
| County Name, Local Unit Name   |   |   |
| 23-040 EATON - DEMO CHARTER TOWNSHIP   |   |   |
| State code and name of each school district (SD) in the local unit   |   |   |
| Taxable Value of ALL REAL property<br>Taxable Value of COMMERCIAL and INDUSTRIAL REAL property<br>Taxable Value of ALL PERSONAL property<br>Taxable Value of COMMERCIAL, INDUSTRIAL and UTILITY PERSONAL property<br>Taxable Value of INDUSTRIAL PERSONAL property in Renaissance Zone(s) ONLY<br>Taxable Value of ALL Renaissance Zone property expiring December 31, 2014<br>Taxable Value of CUI Renaissance Zone property expiring December 31, 2014<br>Taxable Value of ALL Renaissance Zone property expiring December 31, 2015<br>Taxable Value of CUI Renaissance Zone property expiring December 31, 2015<br>Taxable Value of ALL Renaissance Zone property expiring December 31, 2016<br>Taxable Value of CUI Renaissance Zone property expiring December 31, 2016 |   |   |
| Villages in the Township   | All Classes of TV Excluding Renaissance Zone Property | A |
|  |   | Z |
| Districts and Authorities levying millage in ONLY part of the local unit   | All Classes of TV Excluding Renaissance Zone Property | A |
|  |   | Z |

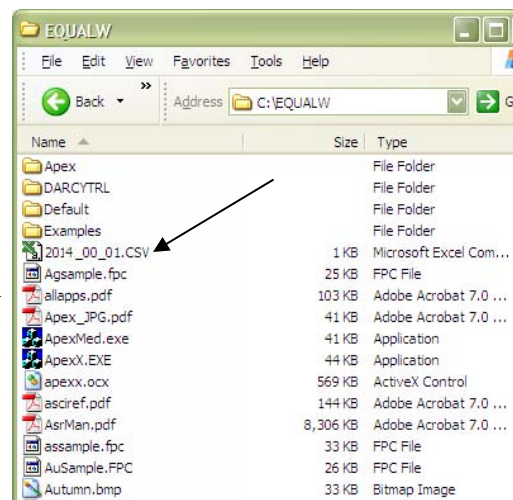
## Pervasive Instructions

pgs 5-7

If you selected to 'Write results to Excel text file (CSV)', the CSV file was created and placed in your C: drive. If you chose not to submit the CSV file to the FTP site, you will need to email it to the State.

### To locate the CSV file:

1. Click on the My Computer icon (usually located on your computer desktop).
2. Select the C: drive
3. Open the BS&A folder titled EQUALW
4. The file I'm looking for should be listed close to the top, beneath the last folder icon. If you are able to see file extensions it will have a '.csv' at the end of the name and will be titled as follows:  
YEAR\_COUNTY\_NUMBER\_LOCAL\_UNIT\_INFO.csv  
(ie: 2014\_32\_12) OR (ie: 2014\_32\_12.csv)



Attach this file to an email and send to: [marusichd@michigan.gov](mailto:marusichd@michigan.gov)

If you have any problems or questions, you can check with Darcy at (517) 335-1218 or BS&A at (517) 641-8900

**IF YOU DON'T GET AN EMAIL RESPONSE FROM DARCY WITHIN 3 DAYS AFTER SUMBITTING YOUR CSV FILE VIA AN EMAIL, RESEND THE FILE. IF YOU STILL DON'T GET A RESPONSE, CALL DARCY AT (517) 335-1218.**

**NOTE: If you should have to regenerate the CSV file, delete the old CSV file first. Once a CSV file is created, it will not be replaced with a newer file.**



*Form 4626, Assessing Officer's Report of Taxable Values as of State Equalization in May*  
*Instruction for Submission Using BS&A Software*

## Clarification of What to Submit

The CSV file will **not** look like the paper form when it is opened. The following is an image of what the CSV file looks like if it is opened using Microsoft Office Excel. Do not worry about the appearance of the contents of this file. The data from this file is dumped into our database (no paper form is generated from this file).

**Do not send any paper forms if submitting a CSV file.**

### CSV File:

This is the file you should submit via upload to the FTP site or by email attachment to [marusichd@michigan.gov](mailto:marusichd@michigan.gov)

|    | A                       | B         | C         | D        | E          | F         | G                 | H          |
|----|-------------------------|-----------|-----------|----------|------------|-----------|-------------------|------------|
| 1  | County Cd               | Unit Code | Unit Name | Year     | Preparer N | Phone N   | Unit Mail Address |            |
| 2  |                         | 1         | 1050      | GUSTIN T | 2014       | Your name | Your phone        | Your email |
| 3  |                         |           |           |          |            |           |                   |            |
| 4  | Property Taxable Values |           |           |          |            |           |                   |            |
| 5  | All Real                | #####     |           |          |            |           |                   |            |
| 6  | C/I Real                | 8,602,191 |           |          |            |           |                   |            |
| 7  | All PP                  | 4,526,900 |           |          |            |           |                   |            |
| 8  | C/I/U PP                | 4,526,900 |           |          |            |           |                   |            |
| 9  | Ind. PP                 |           |           |          |            |           |                   |            |
| 10 | All 75%                 |           |           |          |            |           |                   |            |
| 11 | C/I/U 75%               |           |           |          |            |           |                   |            |
| 12 | All 50%                 |           |           |          |            |           |                   |            |
| 13 | C/I/U 50%               |           |           |          |            |           |                   |            |
| 14 | All 25%                 |           |           |          |            |           |                   |            |
| 15 | C/I/U 25%               |           |           |          |            |           |                   |            |
| 16 |                         |           |           |          |            |           |                   |            |

### Paper Form:

**If and only if** the above file can't be sent, fax the paper form to the State at (517) 241-2621

| Assessing Officer's Report of Taxable Values as of State Equalization in May |   |  |   | FILE THIS FORM BY<br>JUNE 15th, 2014                          |  |
|--|---|--|---|---|--|
| County Name, Local Unit Name   |   |  |   | Tax Year: 2014  |  |
| 23-040 EATON - DEMO CHARTER TOWNSHIP   |   |  |   | Total Taxable Value<br>Excluding Renaissance<br>Zone Property | Total Taxable Value<br>for Renaissance<br>Zone Property ONLY |
| State code and name of each school<br>district (SD) in the local unit        |   |  |   |   |  |
| Taxable Value of ALL REAL property   |   |  |   | 96,861,020  |  |
| Taxable Value of COMMERCIAL and INDUSTRIAL REAL property                     |   |  |   | 88,929,160  |  |
| Taxable Value of ALL PERSONAL property                                       |   |  |   | 9,936,500   |  |
| Taxable Value of COMMERCIAL, INDUSTRIAL and UTILITY PERSONAL property        |   |  |   | 9,936,500   |  |
| Taxable Value of INDUSTRIAL PERSONAL property in Renaissance Zone(s) ONLY    |   |  |   |   |  |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 2014    |   |  |   |   |  |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 2014    |   |  |   |   |  |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 2015    |   |  |   |   |  |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 2015    |   |  |   |   |  |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 2016    |   |  |   |   |  |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 2016    |   |  |   |   |  |
| Villages in the Township   | All Classes of TV<br>Excluding Renaissance<br>Zone Property | All Classes of TV<br>for Renaissance<br>Zone Property ONLY | CIU Classes of TV<br>Excluding Renaissance<br>Zone Property | CIU Classes of TV<br>for Renaissance<br>Zone Property ONLY    |  |
|  |   |  |   |   |  |
| Districts and Authorities levying millage<br>in ONLY part of the local unit  | All Classes of TV<br>Excluding Renaissance<br>Zone Property | All Classes of TV<br>for Renaissance<br>Zone Property ONLY | CIU Classes of TV<br>Excluding Renaissance<br>Zone Property | CIU Classes of TV<br>for Renaissance<br>Zone Property ONLY    |  |
|  |   |  |   |   |  |